



Health and Safety Plan

2021-22 Academic Year

Addendum (Page 11) Updated January 2022

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Introduction

Mission and Values

Rooted in the practice of Quaker values, Frankford Friends School nurtures the mind and spirit of every student in our diverse community. Our students and graduates let their lives speak in the pursuit of lifelong learning, commitment to social justice, and service to their communities.

Frankford Friends School ensures that our core mission is at the forefront of our work as a community. As we embark on another wonderful school year, we are excited for both new opportunities and renovated spaces on-campus while simultaneously taking the time to reflect on the many valuable lessons learned from the COVID-19 pandemic. We know that belonging to a community is essential to students' social and emotional well-being and that learning can only take place when these community needs are met. Providing a safe, healthy, and fun learning environment for the students of Frankford Friends School is our highest priority.

Frankford Friends School Health and Safety Plan makes possible the delivery of our outstanding social, emotional, and academic program while simultaneously providing for the health and safety of our students, faculty, and staff, and families. In response to the evolving conditions of the COVID pandemic, Frankford Friends School has convened the Pandemic Task Force. The task force's members include various stakeholders in the FFS community who jointly consider information provided to us from the Centers for Disease Control, state and local departments of health and education, the CHOP PolicyLab, and national medical associations to make the decisions necessary for the health and safety of our community during this time. **This plan reflects our current knowledge and may be updated as new information is made available.**

Members of the Pandemic Task Force

Adrienne Avery, Director of LS/MS

Kathryn Park Cook, Head of School

Kevin Cox, MS Math Teacher

Kellie Gilroy, Assistant Head for Operations

Kerri Harvey, Executive Assistant

Jessica Houser, Parent/Registered ICU Nurse

Kristin O'Malley, Parent/Board Member

Bill Pace, Parent/Infectious Disease Specialist

Tuesday Vanstory, PreK Teacher

As we continue our work in navigating the COVID-19 pandemic as a community, we value your partnership in support of the well-being of all of our students, faculty, and staff. We invite you to reach out to the Pandemic Coordinator with any questions or concerns at pandemicresponse@frankfordfriends.org.

Guiding Principles

- Frankford Friends School believes that the best place for children to learn is on-campus amongst a community of their peers. “Specials,” opportunities to be creative, and outdoor time are all important vehicles towards nurturing social, emotional, and academic growth.
- The Delta/Omicron variants have shown to be particularly dangerous to those who are unvaccinated or partially vaccinated against COVID-19, and Frankford Friends School is prepared for an increasing surge of cases as summer nears its end.
- Our school and community will be impacted by the COVID-19 pandemic throughout the 2021-22 school year. Throughout the school year, there will likely be fluctuations in COVID-19 case rates that may require the reintroduction of stricter control measures, possibly with very little notice, which will demand significant flexibility from our school community. These stricter control measures will be communicated to the school community and are expected to be followed by all students, families, FFS employees, and visitors to our campus.
- All members of the Frankford Friends School community have a shared responsibility for limiting the spread of disease to protect the most vulnerable among us. We must be united in our mission to keep all members of our community safe and healthy. Until all members of our on-campus community are vaccinated, appropriate measures will be taken to protect the health of each of our students and their families.
- Vaccinated individuals tend to see less severe or no symptoms and are ill for a shorter amount of time. As COVID-19 vaccines become available to various constituent groups, Frankford Friends School strongly encourages all eligible individuals to be vaccinated as soon as possible.
- The global pandemic has exposed and exacerbated existing inequities in our school, neighborhoods, and country. The Pandemic Response Team has mechanisms in place to support those who need it and students will have access to the technologies and support needed to participate in the FFS distance learning program, *FFS Connect*, if and when necessary.
- Information from the Centers for Disease Control, state and local departments of health and education, the CHOP PolicyLab, and national medical associations will guide school policies and procedures.

Frankford Friends School's Color Coded Phases

Our FFS four-tiered color-coded system defines the school structure for the 2020-21 school year. FFS takes vaccination status, the rate of infections in the Philadelphia region, adherence to safety protocols, the unique needs of our community, and other factors into consideration when determining low to no risk, moderate risk, or heightened risk phases.

If the Commonwealth of Pennsylvania or City of Philadelphia imposes a stay-at-home order, FFS will immediately move to our Red Phase. Students will not be allowed on-campus for a period of time and the school will transition to *FFS Connect*.

FFS Phase	General Conditions	Learning Environment
<p>Low to No Risk: Green</p>	<p>Vaccines are authorized for all of the FFS population. Family vaccination status is approaching 100%.</p> <p>100% of faculty and staff are vaccinated.</p> <p>No known cases on the FFS campus.</p> <p>Faculty, staff, students, and families closely adhere to safety protocols.</p>	<p>All enrolled students attend school on-campus.</p> <p>FFS is open all school days as scheduled on the school calendar.</p> <p>Separate health and safety plans for COVID-19 vaccinated and unvaccinated individuals will be in place.</p>
<p>Moderate Risk: Yellow</p>	<p>Infections of COVID-19 in the Philadelphia region are low.</p> <p>Vaccines are not authorized for all of the FFS population. As students become eligible, they take action to obtain the vaccine.</p> <p>100% of faculty and staff are vaccinated.</p> <p>Higher risk of cases in the school community.</p> <p>Faculty, staff, students, and families closely adhere to safety protocols.</p>	<p>All enrolled students attend school on-campus.</p> <p>FFS is open all school days as scheduled on the school calendar.</p> <p>Elevated safety procedures - mask wearing, enhanced hygiene, physical distancing, COVID-19 monitoring, and visitor screening - are in place.</p> <p>All adults in buildings or accompanying students on field trips must be vaccinated. All adults must wear masks when on the FFS campus.</p>

<p>Heightened Risk: Yellow</p>	<p>Infections in the Philadelphia region are increasing.</p> <p>Vaccines are not authorized for all of the FFS population. As students become eligible, they take action to obtain the vaccine.</p> <p>100% of faculty and staff are vaccinated.</p> <p>Higher risk of cases in the school community.</p> <p>Non-compliance with health and safety protocols by some FFS community members.</p>	<p>FFS is open all school days as scheduled on the school calendar.</p> <p>Stricter control measures, possibly with very little notice, may be introduced.</p> <p>The School may require a single class or building to attend class through <i>FFS Connect</i> as environmental conditions determine.</p> <p>Essential visitors are only allowed in buildings.</p>
<p>High Risk: Red</p>	<p>The Commonwealth of Pennsylvania or City of Philadelphia imposes a stay-at-home order and closes schools.</p>	<p>FFS campus is closed except for employees.</p> <p>FFS distance learning program, <i>FFS Connect</i>, is the sole vehicle for teaching and learning.</p>

Red Phase/FFS Connect

At some point during the 2021-22 school year, stay-at-home orders may be imposed by the Commonwealth of Pennsylvania or the City of Philadelphia. In the event that such policies are mandated, Frankford Friends School is poised to move immediately between on-campus learning and our distance learning program, *FFS Connect*, so students do not miss essential learning time.

Students must attend and participate fully in the program and all work must be submitted to be prepared to advance to the next grade the following year. Families will be provided with a schedule, an *FFS Connect* manual, and the necessary materials to assist them in setting up their children for success. Frankford Friends School lends Chromebooks to all students in grades 2-8 for in-school and at-home use. Younger students who need access to technology may request a loan through helpdesk@frankfordfriends.org.

Health and Safety Plan

The 2021-22 Health and Safety Plan has been developed in accordance with CDC *Guidance for COVID-19 Prevention in K-12 Schools* and also supports Frankford Friends School’s unique needs as an urban, PreK to 8 Quaker school. The Health and Safety Plan consists of three main domains: Hygiene Practices for Students and Staff, Physical Distancing, and COVID-19 Monitoring.

Summary of Health and Safety Measures

The health and safety of our students, faculty, staff, and families are of paramount importance and require that all community members follow appropriate procedures and protocols. The following is a list of safety measures that will be in place while in a state of moderate, heightened, or high risk.

Hygiene Practices for Students and Staff	
Hand Hygiene	Students and faculty understand and follow regular hand-washing and sanitizing routines throughout the day. Hand-washing and sanitizing stations are available in every classroom and throughout the campus to ensure regular access.
Cleaning and Disinfecting	Daily cleaning practices are compliant with CDC recommendations, including the types of cleaning products used and the frequency of cleaning.
Face Coverings	All students, faculty, staff, family members, volunteers, and visitors wear proper fitting face coverings while inside buildings, on school buses and public transportation, at drop-off and pick-up, and when carpooling with other students outside of their family. Students and FFS employees may take masks off when eating, when outside, and for specific instructional purposes. The School may require face masks outside when adequate physical distancing is not possible. Face masks must be worn and used properly. Washable face masks must be cleaned after each use and disposable masks disposed of properly.
Physical Distancing	
Physical Distancing	Students are rarely scheduled to interact with FFS students other than those inside their classroom building. Any all-school activities will be held outdoors. Classrooms are arranged so that there is sufficient spacing between students. Students must sit in their assigned seat on the school bus.
Off-campus Excursions	All off-campus excursions are reviewed by senior administration on a case-by-case basis to ensure that compliance with health and safety measures is possible.

Campus Events	All in-person events involving families and visitors will be reviewed on a case by case basis to ensure that compliance with health and safety measures is possible. Campus events will be conducted outside.
COVID-19 Monitoring	
Health Screenings	Families and FFS staff are asked to monitor themselves and their household members for illness and to take a sick day when sick. Students may not come to school if they are showing any of the following symptoms: fever, body aches, respiratory symptoms, conjunctivitis, sore throat, lethargy, or general malaise. If a community member exhibits symptoms of COVID-19, they must stay home, and coordinate reentry to school with the FFS Pandemic Coordinator.
Exposure or Possible Exposure	Should a family member or FFS employee learn that they may have been exposed to COVID-19, they must immediately report it to the Pandemic Coordinator. The Pandemic Coordinator will require unvaccinated students or symptomatic, vaccinated students and employees to self-quarantine or provide proof of a negative PCR COVID-19 test within a particular time period before they may return to school.
Parents, Caregivers, and Volunteers on-campus	All parents, caregivers, and volunteers must wear a properly fitting face mask at all times when on-campus. On occasion, individuals who have submitted proof of vaccination may be allowed in campus buildings during scheduled school hours for volunteering or other reasons.
Travel	All families and FFS employees must be judicious in making travel plans. Plans that include air travel must be communicated to the school through the Pandemic Coordinator. The Pandemic Coordinator will require unvaccinated students to self-quarantine and/or provide proof of a negative COVID-19 test within a particular time period before they may return to school.

Hygiene Practices for Students and Staff

Personal Hygiene, Cleaning and Disinfecting

Frankford Friends School has procedures in place to keep our community clean and sanitized. Students and teachers must adhere to procedures that reduce the risk of the spread of COVID-19 and other viruses while on-campus. Students are taught how, when, and why to regularly wash their hands. Additionally, developmentally-appropriate posters, videos, and

other visuals inform and remind students and staff of the best methods to reduce the spread of COVID-19 and other viruses. Students and staff have access to hand sanitizer at all times.

No touch technology has been installed where possible (i.e. on faucets, trash cans, and soap dispensers) so that multi-user objects can be hands-free. Frankford Friends stringently monitors inventory to ensure that students and staff have access to adequate sanitizing supplies.

Ventilation and Physical Plant Improvements

Ventilation helps reduce the spread of coronavirus and other air-borne pathogens. During the 2020-21 school year, the School made physical plant improvements to help mitigate risks to people on our campus. All buildings on-campus, except for the Meetinghouse, are climate controlled and surpass the standards for safe ventilation of spaces inhabited by students.

Where possible, classrooms have been renovated to ensure safe distancing where needed. In addition, spaces for outdoor learning have been installed on-campus. As the risk of COVID-19 transmission is lessened in the open air, Frankford Friend School continues to maximize the opportunity to conduct instruction outside.

No-touch water filling stations or water coolers replace water fountains so that water bottles brought from home may be refilled at school if necessary. Specific instruction and signage teach students how to keep shared spaces clean. These procedures and infrastructure improvements are accompanied by regular, comprehensive cleaning from an outside contractor after school hours.

Face Coverings

All FFS community members wear proper fitting face coverings while inside buildings, on school buses and public transportation, and when carpooling with other students outside of their family. **All community members must wear masks at all times during drop-off and pick-up times, regardless of vaccination status.** Students and FFS employees may take masks off when eating, when outside, for specific instructional purposes, or at the school's discretion. The School may require face masks outside when physical distancing is not possible.

All community members are instructed in the appropriate ways to wear a mask for their and others' safety. Face coverings must cover both one's nose and mouth and secure snugly under one's chin. They should also fit snugly against the sides of one's face. Rewearable face coverings must be washed after each use. Gaiters or masks with valves may not be worn.

Physical Distancing

Students are rarely scheduled to interact with students other than those inside their building. All school activities are occasionally planned and will be held outdoors.

Classrooms are arranged so that there is sufficient spacing between students.

Students must sit in their assigned seat on the school bus.

Transportation

Bus service for students in grades 1-6 is provided by the School District of Philadelphia (SDP). The SDP and individual bus providers will determine and communicate the conditions and schedule for safely transporting students to Frankford Friends School. The School District of Philadelphia provides a transpass to use SEPTA to commute to campus for 7th and 8th-grade students. Frankford Friends School will require hand sanitizing upon exiting any school bus and ask that the bus windows be kept open as much as possible. Bus riders must sit in their assigned seats while on the bus.

COVID-19 Monitoring

Monitoring Symptoms and History of Exposure

Our monitoring system is supported by frequent communication to constituencies about health and safety protocols and the importance of staying home when sick. All disclosures and communications of a diagnosis or possible exposure to COVID-19 will be done through a confidential process led by the FFS Pandemic Coordinator.

Families and FFS staff are asked to monitor their household members for symptoms of COVID-19 or other illnesses and must stay home from school if sick.

If a student exhibits signs of illness while on-campus, parents/caregivers of students are contacted immediately. Students must be picked up from school within 60 minutes of being notified by the School.

Contact Tracing and Testing

The School expects any member of the community contacted by a contact tracer for diagnosis or exposure to COVID-19 will cooperate fully with those efforts and immediately share results with the School through the FFS Pandemic Coordinator. Sharing a positive result of a COVID-19 test will be held in the strictest of confidence and will help the School put plans in place to mitigate the spread. The Pandemic Coordinator may require students and employees to self-quarantine and/or provide proof of a negative COVID-19 test within a particular time period before they may return to school.

In Closing

The policies provided here have been updated based on current evidence and the information available. The Frankford Friends School Health and Safety Plan will be regularly reviewed with regard to the evolving nature of the pandemic and emerging evidence. Our plan is intended to mitigate, not eliminate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but the implementation of several coordinated interventions can greatly reduce that risk. We thank our community for their commitment to partnering with us on all of our efforts.

Addendum to Health and Safety Plan

January 3, 2022

The health and safety of students and the FFS community are our top priority. In light of the current COVID-19 surge and the predominance of the omicron variant in our area, the Pandemic Response Team has reviewed and revised our Covid health and safety policies and procedures. The revised plan includes some important changes and clarifications that will be in place for the winter months. Please reach out to me, Kellie Gilroy, Asst. Head of School for Operations at kgilroy@frankfordfriends.org with any questions.

FFS EXTENDED SAFETY MEASURES

- Students will remain grouped solely with their own cohorts throughout the school day.
- Teachers and staff will consistently require students to practice proper handwashing and respiratory etiquette
- Students will eat outside, socially distanced, weather permitting
- FFS will supply outdoor heating units to keep everyone warm and comfortable while outside in the winter months
- When not possible to eat outside due to inclement weather, strict protocols for social distancing and silent eating will be in place in the classroom
- Teachers will continue to keep seating chart records for contact tracing, if necessary
- Due to the necessity for safety and social distancing, **FFS will not be accepting drop-ins in the Extended Day Program during the month of January.** If your child does not regularly attend Extended Day, please be sure to make arrangements for them to be picked up from school promptly between 2:55-3:05 daily. We'll reassess this policy at the end of January.
- Students who are required to quarantine will be provided work from their teachers along with opportunities to check in together via Google Meet.

HOW FAMILIES CAN BEST SUPPORT HEALTH AND SAFETY

- Make sure your child has an **appropriate, well-fitted mask. KN95, N95, or snugly fitted surgical masks (better doubled)** are the masks that are currently recommended to prevent transmission of the highly contagious omicron variant
- Send your child to school with appropriate winter clothing to be warm in outside weather
- If your child continues to wear a cloth mask, please make sure it is at least three layers and fits snugly over the nose, mouth, and chin
- If you haven't done so already, get yourself and your child vaccinated.
- Don't forget to get your booster!
- Submit your and/or your child's **updated vaccine status** to FFS, please click [HERE](#). **This information is required for enrollment or employment at FFS.**

REVISED FFS HEALTH AND SAFETY POLICIES

1. Please keep your child home and contact the Pandemic Coordinator if they present with COVID-19 symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing *not associated with pre-existing conditions
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

NOTE: Any student with potential Covid symptoms will be required to submit a negative result from a PCR test before returning to school. Rapid tests will not be accepted.

2. Your child or a member of the household is exposed to COVID-19 Positive Persons:

- **Unvaccinated Students:**

- Keep them at home and share this information directly with the Asst. Head of School for Operations at kgilroy@frankfordfriends.org or the FFS Pandemic Coordinator at pandemicresponse@frankfordfriends.org.
- Take a PCR test five days after exposure. The student may return seven days after exposure with a negative test result OR quarantine for 10 days.

- **Vaccinated Students:**

- Carefully monitor your child for symptoms and share this information directly with the Asst. Head of School for Operations at kgilroy@frankfordfriends.org or the FFS Pandemic Coordinator at pandemicresponse@frankfordfriends.org.
- If symptoms present, your child will be required to quarantine or take a PCR test five days after exposure.

3. Your child is traveling by air:

- Communicate travel plans to the Pandemic Coordinator **prior to departure.**

NOTE: FFS requires all unvaccinated students to provide proof of a negative COVID-19 PCR test before returning to school

4. You have any questions about COVID-19 and your student

All information regarding your student and any illness will be communicated to your child's teacher by the Pandemic Coordinator. We will make sure that the teacher communicates with you and your child regarding any work that they may be able to do from home.

If your child needs to quarantine for a period of time, they will receive an annotated schoolwork program, which can be completed if your child is well enough to do so.